

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH  
OLDER ADULTS PROGRAM ADMINISTRATION**

**DEPARTMENTAL TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO COUNTY OF LOS ANGELES EMPLOYEES**

**PSYCHIATRIC SOCIAL WORKER II**

The Older Adult Program Administration, Mental Health Services Act Unit, is seeking a highly motivated and well organized individual to fill the full-time position of Psychiatric Social Worker II. This position will serve as the FSP Impact Coordinator for Older Adult Programs. Ideal qualifications include strong clinical background in serving Older Adult clients, familiarity with FSP guidelines and equally adept in data management.

**Examples of duties:**

- Review all incoming referrals for OA FSP services and determine appropriateness for pre-authorization.
- Oversee enrollment, disenrollment and transfer of the OA FSP clients.
- Coordinate and conduct Impact Meetings for OA FSP services.
- Track required program elements to ensure adherence to countywide FSP program standards.
- Participate in development/revision of FSP guidelines.
- Serve as liaison to various DMH committees, contract providers and outside agencies related to OA FSP program.
- Conduct site visits for the purpose of monitoring FSP programs.
- Provide oversight to subordinate staff assisting in data collection.
- Develop and maintain enrollment and capacity reports for management as needed to ensure compliance and continued development of OA FSP program.

**DESIRABLE QUALIFICATIONS:**

- Excellent written and oral communication skills
- Proficiency in Microsoft Outlook, Word, Excel and Access
- Strong knowledge of the IS, COGNOS and OMA
- Ability to multi-task throughout the day
- Flexibility and ability to prioritize and adjust priorities as needed

Individuals currently holding the position of Psychiatric Social Worker II are encouraged to submit their resume, master time card and Performance Evaluations for the past two years for review and further consideration to:

James Cunningham, Ph.D.  
Mental Health Clinical Program Head  
c/o Yvette Fierro, Secretary III  
County of Los Angeles-Department of Mental Health  
Older Adult Program Administration  
550 So. Vermont Ave, 6<sup>th</sup> floor Los Angeles, CA 90020  
Telephone (213) 738-2325 Fax (213) 351-2015  
Email: [yfierro@dmh.lacounty.gov](mailto:yfierro@dmh.lacounty.gov)

**The deadline for submission is August 30, 2013.**

*Come join our Older Adult MHSa team!*